

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000

<u>ATTENDEES:</u>	Bill Perkins, Chair	Mike Backer	Dennis Bax
	Rich Beckwith	Mike Benzen	Karen Boeger
	Larry Bonnot	Lee Capps	Christy Clark
	Carolyn Cook	Tim Dwyer	Gary Fogelboch
	Jan Grecian	Rhonda Haake	Tim Haithcoat
	Jill Hansen	Russell Helm	Gina Hodge
	Ritchie Jenkins	Carl L. Medley, II	Lyndon Mote
	Paul Peterson	Rex Peterson	Richard Pierce
	Jim Poole	Cathy Reinkemeyer	Tom Robbins
	Jim Roggero	Betty Rottmann	Darla Rutledge
	Dave Schulte	Nancy Schulte	Jim Schutt
	Don Slinkard	Dan Steidley	Tom Stokes
	Mike Wankum	Debbie Wells	Ron Welschmeyer
	Tony Wening	Gerry Wethington	Chris Wilkerson
	Willingham, Mary		

Bill Perkins opened the meeting at 8:30 a.m. Mike Benzen introduced Monica Armstrong of the Newberry Group who will be doing a presentation at the May 11<sup>th</sup> Thursday's @ 10. He encouraged everyone to attend if possible.

PRESENTATIONS

1. SAM II Update

Bill stated that this presentation would detail lessons learned from the implementation of Phase I of the SAM II Project. Lee Capps requested the ITAB's assistance in the implementation of Phase II. This group was instrumental in resolving issues with Phase I, due to their understanding of the needs and related project issues. He thanked Betty Rottmann for her assistance with the reports. Folders were distributed containing information that will be discussed at today's meeting. The most important aspect learned is that the financial and technical staff must work together from the beginning. She suggested that everyone check the Statewide Advantage for Missouri (SAM II) website regularly for updated information on the status of the project. Readiness tools have been provided for the agencies. In addition, a readiness template is provided in both calendar and category formats. The folders also contained the project start and end dates, status and contact person. Implementation/activity dates have been changed. Each agency reports their updated status on the 15th and 30th of the month. This information plus many other items are included on the website. Policies and procedures are being placed out on the web also. Betty will ensure the appropriate groups receive the correct dates for their specific areas. She suggested that the agencies begin planning for report generation for their specific needs, as the team cannot complete all the reports. The current reporting team will continue with Dennis Schmid from OA Accounting and John Reed from OSCA. The next meeting will be scheduled around the end of May. She noted that some agencies are very prepared for the HR conversion, while others have not begun their preparation. She encouraged the IT Directors to become actively involved in their assistance with this project. The Project Team is not responsible for making policy decisions, only for implementing prior decisions. Jim Schutt asked the IT Directors to also ensure the payroll staff does not expect the same reports they are currently receiving. He stated the Help Desk currently has 370 open problem reports. Some agencies have not submitted the correct files needed for testing. Betty suggested that the functional people from Phase I also be included on the team for Phase II. The team will pick the 15 most requested reports that will be set up.

ACTION REQUIRED: IT Directors to work with the HR staff to begin the implementation of Phase II.

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000  
PAGE 2

2. GIS Address Initiative

Tim Haitcoat from the University of Missouri-Columbia gave a presentation on a master address file and geocoding. Several agencies and groups suggested that a master address file be formed for the state of Missouri. It was then decided to add geocodes to the information to allow it to be aggregated based on location. He detailed various ways the application could be utilized. Bill asked the group for their level of interest in pursuing this application. The group indicated they were interested in the application. A separate meeting will be scheduled within the next month or so with Tim and the interested agencies. Those interested may attend or send a representative.

ACTION REQUIRED: A separate GIS Addressing Meeting will be scheduled with Tim and interested agencies to discuss this topic further.

3. MOTEC Presentation

Jill Hansen led the presentation on the proposed MOTEC funding for the upcoming year. She stated the main purpose of the facility was to provide local technical training for employees. During this past year, all state agencies were able to use the facility in some manner. She noted the excellent job Tom Robbins had done in managing the facility. Tom Robbins then reported on the accomplishments of MOTEC during its first year of operation. The facility has exceeded the previously established usage goal of 60 percent. Training Room 1 was used 64 percent of the time; while Training Room 2 was used 68 percent during the same time period. Of the 892 evaluations completed, 95 percent agreed the facility was accommodating to their needs. The complaints centered on requests for snacks, the need for additional restrooms or the location of the support post in one of the training rooms. He also reported on the number of students, benefits and cost savings for each agency. Dan Steidley spoke on the development of the new rate structure for the upcoming year. It was the committee's recommendation to base the costs on the number of IT titled FTE. The ITAB members voted to accept the new rate structure for the MOTEC facility. Bill asked Jill to notify Joyce Backes of the approval. Jim Schutt asked if there was a contingency plan if an agency refuses to pay. Jill stated that agencies that do not pay their share of the costs will not be allowed to participate. There is a cushion from rollover monies that would cushion the facility if an agency does not pay. The committee's goal is to develop ways for the facility to become more self-sufficient. Jim Schutt also suggested requesting a core budget that would allow for replacement of one-third of the equipment each year. Bill Perkins recommended the ITAB members attend the MOTEC Steering Committee meetings whenever possible. Mike Benzen praised the outstanding efforts of Tom Robbins in managing MOTEC.

ACTION REQUIRED: Jill Hansen to notify Joyce Backes of the approval of the new MOTEC rate structure.

ACTION ITEMS

1. Approval of the March 29, 2000, Information Technology Advisory Board Meeting Minutes

Bill asked if there were any additions, deletions or changes to the minutes of the last meeting; there were none. The meeting minutes from March 29, 2000, were approved as written. In addition, Bill asked the group if it would be acceptable to send all future meeting minutes electronically. The ITAB members agreed; effective immediately, all future meeting minutes will be distributed electronically. Any members who need paper copies of the minutes should contact Bill or Carolyn.

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000  
PAGE 3

ACTION REQUIRED: All future meeting minutes will be distributed electronically. Any members needing paper copies of the minutes should contact Bill or Carolyn.

GENERAL BUSINESS

1. CIO Update

Mike Benzen stated the Governor is expected to release an Executive Order after the end of this session that relates to E-commerce. The order will instruct the agencies to do a comprehensive plan by the end of July. An outside contractor will be selected by the committee to do the work. However, the committee will retain ownership of the issue. IT Directors or designated individuals will be interviewed for identification of potential applications. It must be determined what can be done inhouse, what must be done by the contractor and an estimate of the money needed. Some applications will be fee based, which reduces the cost to the state. The possibility exists that a combination of sources may be used. If this is done with existing resources, Jim Schutt will take care of the portal pieces, providing that existing resources can be used. The meetings with the Directors will give everyone a sense of direction for the project. By the end of July, he hopes to have an architecture plan that is shared but not replicated between departments. Mike stated the focus for this project is on transactions. A plan will need to be developed for next fiscal year. The money for the project is to be available July 2001. By this time, SAM II, Phase II should be completed.

2. IT Performance Measures Update

Jim Roggero stated this committee has interacted twice. META provided an educational teleconference on their product, PIMS. PIMS is a tool that provides guidance in measuring different aspects of information technology. On April 14, a formal presentation was given. Debbie Wells will forward copies of the handouts from the presentation to anyone interested. Jim thanked Debbie for her efforts with this committee. Debbie stated the committee is now looking to the ITAB for direction on how to proceed. She asked if the committee should coordinate with the agencies on the use of this product or allow the agencies to move out on their own. Gerry Wethington suggested a coordinated effort to avoid having various methods used throughout the state agencies. Bill suggested a joint committee meeting that would involve members of this committee, the Architectural Standards Committee, and the Project Management Committee. Tim Dwyer suggested including members of the Personnel Committee.

ACTION REQUIRED: Debbie and Jim to coordinate with the IT Performance Measures, Architectural Standards, Project Management and Personnel Committee to schedule a joint meeting to develop a recommendation on how the IT Performance Measures Committee should proceed.

3. Project Management Update

Tom Stokes stated this group had previously discussed the need to develop Project Management policies. A copy of the proposed policies was included with the minutes of the last meeting. He asked everyone to review and be prepared to endorse at the May meeting. Mike will then meet with Budget & Planning to get them adopted. Mike also noted that Revenue's Department Director is scheduled to attend the next Project Management class.

ACTION REQUIRED: ITAB members to review Project Management policies in preparation for endorsement at the May meeting.

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000  
PAGE 4

4. SAM II Update

There was no update given for this item.

5. Data Warehousing/Reports

Betty Rottmann stated that at the last meeting the committee was turned over to its new leaders, Dennis Schmid and John Reed. The baseline reports were reviewed. Roger Bisges did his presentation on the SDC Billing. He also gave tips on effective and efficient use of the data warehouse. Attendees were also given an outline that will be placed on the web for queries on Focus and Access for reference. They were also given an outline of training for those agencies using Access to go against the warehouse. Anyone interested in the training should contact Tom Robbins.

6. Architectural Standards Update

There was no report given for this item.

7. Prime Vendor Update

Carl Medley stated the concept conference was held. Due to the complexity involved with the bid, vendors requested an extension to May 5<sup>th</sup>. He has received a couple responses already. The development committee will reconvene at a later time once the responses have all been received. Accounts Receivable is experiencing problems with some payments relative to prime vendor contracts that are 60 days overdue. Jim Poole stated his agency was aware of the problems with the late payments. Carl was unsure where the specific problem was located. He will provide more data at next meeting.

ACTION REQUIRED: Carl Medley to research the problems being experienced with Accounts Receivable and report back at the next meeting.

8. Computer Leasing Contract Update

Carl Medley has talked with META, other states, and vendors to obtain information on other leasing contracts. He will have the final report by next week to Carolyn for distribution to the ITAB members. He has found little comparative data. Many of the leasing benefits are hidden to state government due to tax breaks, etc. At this point, the information gathered does not appear more attractive. The committee is trying to determine whether to include as part of the upcoming prime vendor contract or as a separate contract. Bill stated the interest was in the contract, not so much in the benefits. It is possible that there would be benefits beyond the straight financial trade offs. So, it would be good to discuss at a later time.

9. Internet/MOREnet Update

Tony Wening stated he had no updates for this meeting.

10. Internet Support and Service Update

Christy Clark noted that she would begin contacting the Internet Rate Structure Committee members to begin working on the new rate structure.

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000  
PAGE 5

ACTION REQUIRED: Christy Clark to contact Internet Rate Structure Committee members to begin working on the new rate structure.

11. Statewide Purchasing Update

There was no update on this item. Karen Boeger handed out the updated project list. Jim Schutt noted that policies are being developed on cell phone expenses. Currently employees making state business calls on their personal cell phones are reimbursed on a prorated basis. The policy currently being drafted would allow the business cell phones to be used for personal calls.

12. Personnel Committee Update

Larry Bonnot reported on the responses from a recent survey on classifications. A summary of the responses were distributed. Based on the responses, no adjustments are needed at this time. If there are any questions or additional issues, the Classification Subcommittee is willing to meet with this group. The Subcommittee is currently meeting each Thursday at 8:15 a.m. at the Department of Social Services on Elm Street. They have developed a draft of the IT manager position. They are working on a draft of the Data Processing Manager position and expect to complete it in five to six weeks. These two drafts will then be brought to the ITAB for review, comments and approval before taking to the Personnel Advisory Board. Any comments may be addressed with Larry or at the next meeting. Bill stated he had received an inquiry on SAS programming standards that he will be referring to the Personnel Committee for a recommendation. Jan Grecian distributed a handout on IT skills.

13. E-Government Committee Update

This item was covered in the CIO Update

14. MOTEC Update

There was no additional update on this item.

15. Review of ITAB Committees

Bill deferred this item to the next meeting.

REPORT OF PLANNED/ACTIVE BIDS

There were no planned or active bids reported.

REVIEW OF ACTION ITEMS

1. IT Directors to work with the HR staff to begin the implementation of Phase II.
2. A separate GIS Addressing Meeting will be scheduled with Tim and interested agencies to discuss this topic further.
3. Jill Hansen to notify Joyce Backes of the approval of the new MOTEC rate structure.
4. All future meeting minutes will be distributed electronically. Any members needing paper copies of the minutes should contact Bill or Carolyn.

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
APRIL 26, 2000  
PAGE 6

5. Debbie Wells and Jim Roggero to coordinate with the IT Performance Measures, Architectural Standards, Project Management and Personnel Committee to schedule a joint meeting to develop a recommendation on how the IT Performance Measures Committee should proceed.
6. ITAB members to review Project Management policies in preparation for endorsement at the May meeting.
7. Carl Medley to research the problems being experienced with Accounts Receivable and report back at the next meeting.
8. Christy Clark to contact Internet Rate Structure Committee members to begin working on the new rate structure.

OPEN DISCUSSION

1. Rex Peterson noted the Security Committee is trying to schedule a security expert to come in on May 31<sup>st</sup> for training. The cost would be approximately \$600 per student. He will provide additional information once the date is confirmed. Bill noted he would add this committee to the standard agenda items.

ACTION REQUIRED: Security Committee Update will be added to the standard agenda items.

2. Mike Benzen noted that the follow-up report by Diane Golden of Assistive Technology will be presented at the May ITAB Meeting. He stated that Diane had commented on how well the Digital Media Developers functioned and shared information. They have worked very hard on cleaning up the state government websites. Other states have contacted her and are now copying the work done by this group.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, May 31, 2000**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc